

IV. SUBMITTING A CLAIM

Lenders are required to notify CalCAP within 120 days of when the lender has charged off all or part of a qualified loan as a result of default. If the form is filled out properly and the lender has faithfully complied with CalCAP ARB requirements, CalCAP will authorize the Program trustee to reimburse the lender from the lender's loss reserve account within 30 business days.

In addition to the claim form, lender should submit: (1) a complete transaction history of the account and (2) a short written synopsis of why the loan charged off, receipts for any out-of-pocket expenses being claimed, liquidation efforts (if any) and future collection efforts (if any).

A copy of the form can be found in Chapter VII of this manual. However, lenders should always check the CalCAP ARB website for the most current versions:

☞ Claim Application: <http://www.treasurer.ca.gov/cpcfa/calcap/forms/claim.pdf>

Form 3: CalCAP ARB Claim Application Form

Lender and Borrower Information Section									
<div><div>CALIFORNIA CAPITAL ACCESS PROGRAM California Pollution Control Financing Authority</div><div>915 Capitol Mall, Room 457 Sacramento, CA 95814 Telephone (916) 654-5610 Fax (916) 589-2805</div><div>CalCAP FINANCIAL INSTITUTION CLAIM APPLICATION</div><div><p>NOTE: A lender is required to notify the Authority within 120 days of when the lender has charged off all or part of a qualified loan as a result of default by a borrower. If the form is filled out properly and the lender has faithfully complied with CalCAP requirements, CPCFA will authorize the Program trustee to reimburse the lender from the lender's loss reserve account within 30 business days.</p><p><u>Lender and Borrower Information</u></p><table><tr><td>Participating Lender: _____</td><td>Lender's CalCAP ID #: _____</td></tr><tr><td>Lender Contact: Name: _____</td><td>CalCAP Loan Number: _____</td></tr><tr><td>Phone: _____</td><td>Borrower's Name: _____</td></tr><tr><td>Address: _____</td><td>Borrower DBA: _____</td></tr></table></div></div>		Participating Lender: _____	Lender's CalCAP ID #: _____	Lender Contact: Name: _____	CalCAP Loan Number: _____	Phone: _____	Borrower's Name: _____	Address: _____	Borrower DBA: _____
Participating Lender: _____	Lender's CalCAP ID #: _____								
Lender Contact: Name: _____	CalCAP Loan Number: _____								
Phone: _____	Borrower's Name: _____								
Address: _____	Borrower DBA: _____								
Field:	Information Needed:								
▪ Participating Lender	✓ Name of the financial institution.								
▪ Lender Contact	✓ Name, phone number, and address of lender representative CalCAP can contact with questions about this claim.								
▪ Lender's CalCAP ID#	✓ The financial institution's assigned CalCAP Lender ID. This number was issued and provided on the signed copy of the lender's "Financial Institution Enrollment" agreement and the "Welcome Letter" that accompanied it. (This number never changes.)								

▪ CalCAP Loan Number	✓ The number CalCAP assigned to the loan after it was approved. This number can be found on the approved CalCAP loan enrollment application form. A copy of this was returned to the lender.
▪ Borrower's Name	✓ Name of the primary borrower representing the business.
▪ Borrower DBA	✓ Name of business, sole proprietor, partnership, corporation, etc.

Loan Information Section

Loan Information

Original Principal Amount of Loan: _____ Date of Loan: _____

Default Amount: _____ Date of Default: _____

Is this loan secured? ☐ Yes ☐ No Date of Charge-off: _____

If yes, what form of security: _____

Was the loan in the first \$1 million of CalCAP loans made by lender? ☐ Yes ☐ No

Have enforcement proceedings begun? ☐ Yes ☐ No

Lender's priority of claim (If two or more claims filed by lender): _____

Field:	Information Needed:
▪ Original Principal Amount of Loan	✓ Amount disbursed to borrower upon first funding of loan.
▪ Date of Loan	✓ Date of initial disbursement.
▪ Default Amount	✓ Delinquent amount of loan.
▪ Date of Default	✓ Date of first delinquency.
▪ Is this loan secured? <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ If yes, what form of security	✓ Identify whether collateral was used to secure the loan. If answered "yes", describe the type of collateral used.
▪ Date of Charge-off	✓ Date the loan was deemed uncollectable by the lender and charged off the books from an asset to a liability.
▪ Was the loan in the first \$1 million of CalCAP loans made by lender? <input type="checkbox"/> Yes <input type="checkbox"/> No	✓ Indicate whether this loan falls within the first \$1 million for a new lender (regardless of amount enrolled).
▪ Have enforcement proceedings begun? <input type="checkbox"/> Yes <input type="checkbox"/> No	✓ Answer "yes" if lender has started collection efforts, otherwise answer "no".
▪ Lender's priority of claim (If two or more claims filed by lender)	✓ Rank the priority of this claim in comparison to other claims already filed by lender.

Claim Information Section

Claim Information

Outstanding Principal \$ _____

Accrued and Unpaid Interest \$ _____

Out-of-pocket expenses
(Attach detailed explanation) \$ _____

Total \$ _____

Please attach loan history report.

- The lender warrants this claim is being filed within 120 days of the loan being charged off and that charge-off was consistent with the lender's usual methods for taking action on loans not enrolled in the Program.
- Lender will, as CPCFA's agent, pursue additional recovery on this defaulted loan through legal proceedings, seizure and liquidation of collateral, guarantees, and/or other sources.
- Lender certifies it has given notice to the Authority of the initial enrollment of the loan in CalCAP, and either:
(1) has given notice to the Authority of any renewals or extensions of the loan; or
(2) the loan was continuously renewed or extended since the date of its initial enrollment in CalCAP.

Authorized Signature _____

Date _____

Title _____

Field:	Information Needed:
▪ Outstanding Principal	✓ List the amount of the outstanding principal calculated as: Original Principal Amount – <u>Payments Applied to Principal</u> = Outstanding Principal
▪ Accrued and Unpaid Interest	✓ List the amount of accumulated unpaid interest.
▪ Out-of-Pocket expenses (Attach detailed explanation)	✓ List the amount of out-of-pocket expenses incurred related to delinquent loan recovery efforts and include documentation of out-of-pocket expenses
▪ Total	✓ This is the total sum of the outstanding principal, accrued and unpaid interest, and out-of-pocket expenses.
▪ Authorized Signature	✓ To be signed by the Lender designated as an authorized signer.
▪ Date	✓ Date the claim was signed.
▪ Title	✓ Title of the Lender designated as an authorized signer.